

## **DISBURSING OFFICE – FINANCE OFFICE – DEPLOYED DISBURSING CHECKLIST**

This was revised 7 January 2004 and should be reviewed in its entirety.

Analysis Dates:

Analysts:

Disbursing Station Symbol Number:

Command: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Building Number: \_\_\_\_\_

Commercial Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ DSN: \_\_\_\_ - \_\_\_\_

Disbursing / Finance Officer: \_\_\_\_\_

Disbursing / Finance Chief: \_\_\_\_\_

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### **ADMINISTRATIVE MANAGEMENT**

#### **1. Military Occupational Specialty Training**

a. Is effective Military Occupational Training being conducted to maintain job proficiency? The program should include a review of all changes in financial regulations, laws and decisions.

Reference: MCO 1510.75A, MOS Manual, and MCRP 3-0A

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **2. Document Transmittal Letter (DTL) Processing**

a. Are Document Transmittal Letters forwarded as required to DFAS-KC? Reference: MCTFSAPSM, paragraphs 080104, 080103.B1, 250202 & PAAN 38-02

Payrolls (DFAS-AHR/KC)

Yes No N/A

ABAs (DFAS-PMMSB/KC)

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **3. Publications And Messages**

a. Is the Disbursing or Finance office maintaining the most current finance related directives and publications available on the Marine Corps Publications Electronic Library? Reference: MCTFSAPSM, paragraph 130202.F and MCO P5600.31G, paragraph 3206

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADMINISTRATIVE MANAGEMENT

b. Does the office receive and maintain all MCTFS messages, Disbursing Advisories, Accounting Advisories, SAOs, SAANs, PAANs, TANs and interim changes to the DODFMR, Volume 5, 7a, and 9? Reference: MCTFSAPSM, paragraph 060109

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Waivers of Indebtedness

a. Are applications for waiver and remission of indebtedness endorsed by the primary Disbursing or Finance Officer only, and forwarded to the DFAS-POCT/DE within ten (10) working days of receipt? Reference: PAAN 47-01, and MCTFSAPSM, paragraph 100101.J3. b (2) & 100101.J3.b (6)

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Are Diary related entries reported prior to the endorsement's completion? If not, is there an explanation as to why the package was delayed. Reference: MCTFSAPSM, paragraph 100101.J3

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Are applications that are returned for additional information and/or correction being returned to the DFAS-POCT/DE within 10 working days of receipt? Note: The Disbursing/Finance Officer must track waiver package from submission to final disposition.

Reference: MCTFSAPSM, paragraph 100101.J3.b (3) & 100101.J3.b (5)

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Internal Control and Desktop Procedures

a. Have written Internal Control Procedures been established which includes audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations? Ref: MCTFSAPSM, paragraph 110103

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **INTERNAL CONTROL PROCEDURES**

1. Has an effective Internal Control Audit Program been established to provide the finance officer with information regarding: (1) effectiveness, efficient, and economical performance of duties, (2) adherences to management policies, (3) compliance with laws and regulations, and (4) to prevent or discover the unauthorized, fraudulent or otherwise irregular transactions or activities?  
Reference: MCTFSAPSM, paragraph 130206

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are the duty responsibilities and functions appropriately segregated between authorization, performance, record keeping, resource custody, and review? Does the system ensure proper internal checks on performance and minimizes opportunities for unauthorized, fraudulent, and improper acts?  
Reference: MCTFSAPSM, paragraph 130204

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have guidelines been established to ensure proper input of alternate Electronic Funds Transfer accounts for travelers that have elected to use an account other than their payroll Direct Deposit account? Note: This includes maintaining the requested alternate account information on file and strict control of the actual ability to access, change or alter the account information present in IATS.  
Reference: TAN 1-98

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have guidelines been established to ensure only authorized Disbursing/Finance Agents have access to editing profiles within IATS to change Electronic Funds Transfer account information?  
Reference: Head, Finance Liaison & Technical Services Branch, Programs and Resources Department Letter 7250, RFL-F8 of 7 Mar 00

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Has the office established procedures to verify alternate Electronic Funds Transfer account information edited within Integrated Automated Travel System? Reference: Head, Finance Liaison & Technical Services Branch, Programs and Resources Department Letter 7250, RFL-F8 of 7 Mar 00, TAN 09-01

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **INTERNAL CONTROL PROCEDURES**

(a) Is the office printing and verifying the Integrated Automated Travel System's Option K (List Changed EFT Accounts) on a daily basis?

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Is the Travel Officer, or designee, signing, dating and retaining the Option K list for a period of two (2) years?

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does the Disbursing/Finance Officer extract the Pay and Travel Report, parts 1 and 2 from DFAS-PSMJ/KC monthly? Reference: MCTFSAPSM, paragraph 090409.A

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is the Disbursing/Finance Officer or designated representative, thoroughly auditing, validating and annotating the PRA Audit Report on a monthly basis? If erroneous transactions or if fraudulent irregularities are detected, what action does the Disbursing or Finance Officer take? Reference: MCTFSAPSM, paragraph 090409.C and DODFMR, Volume. 5, paragraph 060103

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is the Disbursing/Finance Officer or designated representative retaining the current and previous three months of the PRA Audit Report? Reference: MCTFSAPSM, paragraph 090409.D

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECURITY

### 1. Office

a. Are windows and doors locked at all times after business hours? Reference: DODFMR, Volume 5, paragraph 030302.B3

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is access to all working areas marked "AUTHORIZED PERSONNEL ONLY?" Reference: DODFMR, Volume 5, paragraph 030302.B4

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Does the Disbursing/Finance Office have a functioning alarm system? Reference: DODFMR, Volume 5, paragraph 030303

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Is office and security equipment inspected semiannually by the Disbursing/Finance Officer or a designee, for proper operation and are inspection records maintained on file? Reference: DODFMR, Volume 5, paragraph 030302.B

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Fund Containers

a. Are vaults and safes accessible to authorized personnel only? Reference: DODFMR, Volume 5, paragraph 030302.B1

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is all cash, blank U.S. Treasury checks and depository checks kept in a vault, safe or security container that meets the minimum-security standards prescribed by regulations? Reference: DODFMR, Volume 5, paragraph 030302.B10

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECURITY

c. Are fund containers that are on rollers or weigh less than 750 pounds stored in a vault or secured to prevent movement? Reference: DODFMR, Volume 5, paragraph 030302.B11

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Are the combinations to all vaults, safes and fund containers changed at least once every six (6) months or upon the relief, transfer, separation, or discharge of the Marine accountable? Reference: DODFMR, Volume 5, paragraph 030302.B13

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Is a record of combination changes along with the name and telephone number of the Marine accountable kept inside each vault, safe, or container? The combination change record must be dated and signed by the Marine accountable. Reference: DODFMR, Volume 5, paragraph 030302.B14 & 030302.B16

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Is a shield made of cardboard or other suitable material utilized to limit the possibility of the combination being compromise during the opening of the vault, safe or container? Reference: DODFMR, Volume 5, paragraph 030302.B15

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. Are security devices for check signing machines, meters and plates kept in the custody of the Disbursing/Finance Officer or authorized deputy at all times? Reference: DODFMR, Volume 5, paragraph 030302.B5

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PUBLIC FUNDS

### 1. Public Fund Authorization

a. Are approving authority requests to hold cash at personal risk kept on file for all personnel handling cash and other accountable documents? Reference: DODFMR, Volume 5, paragraph 030104

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Are written instructions provided to all deputies, agents, cashiers, and custodians regarding the proper care and handling of cash and other accountable documents? Reference: DODFMR, Volume 5, paragraph 030302.B9

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is TFS Form 5583 (signature cards) and TFS Form 3023 (specimen signatures) submitted to DFAS-KC/FSJ for all appointed Disbursing Officers and deputies that do not have documentation on file with DFAS-KC? Reference: DODFMR, Volume 5, paragraph 020306

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Are letters of revocation issued to deputies, agents, or cashier when their job assignment has been terminated? Reference: DODFMR, Volume 5, paragraphs 020305.E and 020603.F

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. United States Treasury Check Control

a. Is an inventory of blank checks, both working and bulk stock being conducted to determine that checks are being properly issued? Reference: DODFMR, Volume 5, paragraph 070107

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is the office conducting and maintaining check stock inventory at least once every 60 days? Reference: DODFMR, Volume 5, paragraph 070109

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PUBLIC FUNDS

c. Does the Disbursing/Finance Officer maintain a blank check control log for each series of checks used and a working stock log for checks issued to personnel for preparation? Reference: DODFMR, Volume 5, paragraphs 070108 and 070109

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. United States Treasury Check Issue Reporting

a. Is the Disbursing/Finance Office submitting the required check issuing report of all U.S. Treasury checks issued no later than four (4) workdays after the close of business for the week in which the issue dates occurred and no later than two (2) workdays after the end of the month? Reference: DODFMR, Volume 5, paragraphs 090101 and 090102 and EUCE Disbursing Application User's Manual UM-12

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. United States Treasury Check Handling

a. Are procedures in place to ensure personnel signing for checks or signing official documents are authorized by NAVMC 11119? Reference: MCTFSAPSM, paragraph 080112

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is the office attempting to deliver all treasury checks to the payee and are military paychecks not delivered within sixty (60) days canceled and inputted as a credit to the member's MMPA via Diary? Travel checks not delivered within sixty (60) days are canceled, listed on a SF 1098 Schedule of Canceled or Undelivered Checks and credited to funding appropriation via the KC E&C System. Reference: MCTFSAPSM, paragraph 050307 and DODFMR, Volume 5, paragraph 080301

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Upon receipt of the checks from DFAS-KC, does the finance office verify the checks received against the check transmittal furnished? Reference: MCTFSAPSM, paragraph 050203

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## PUBLIC FUNDS

d. Does the Disbursing/Finance Office have procedures in place to substantiate the disposition of checks to units and payees? Reference: MCTFSAPSM 080110

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Upon determining that all checks have been received, does the finance office complete, authenticate, and return the first endorsement of the transmittal to the DFAS-KC? Note: The transmittal must be returned no later than the first working day after the date of receipt. Reference: MCTFSAPSM, paragraph 050203

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Is the Disbursing/Finance Officer following procedures to dispose of spoiled and cancelled checks? Issue recertified checks, use proper stop codes, maintain DD Form 2662 (Recertified Check Register), appropriately report checks to U.S. Treasury, and dispose/destroy IAW reference. Reference: DODFMR, Volume 5 section 0802

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 5. Deposit Activity

a. Is cash in excess of the amount required and authorized for official purposes deposited promptly? Reference: DODFMR, Volume 5, paragraph 030302.B2

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Are the Deposit Tickets (SF 215) for cash or receipts (personal checks, money orders and other non-treasury negotiable instruments) delivered to a designated depository daily or when accumulation of cash or receipts reaches five thousand dollars (\$5000.00)? Reference: DODFMR, Volume 5, paragraph 050201

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Are separate Deposit Tickets (SF 215) produced when depositing cash and receipts with a Federal Reserve Bank (FRB)? Reference: DODFMR, Volume 5, paragraph 050201 & 050202

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PUBLIC FUNDS

d. Are Deposit Tickets (SF 215) mailed via Registered Mail, at least weekly, to a Federal Reserve Bank while deployed? Reference: DODFMR, Volume 5, paragraph 050201

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Are Debit Vouchers (SF 5515) received from a servicing depository immediately recorded on the Daily Statement of Accountability (DD 2657) on the day received and reported on the Statement of Accountability (SF 1219) for the month in which received? Reference: DODFMR, Volume 5, paragraph 050302.A

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Are offices that have obtained access to the Cash-Link Agency Access System using the system to reconcile deposit activity at least once a week? Reference: DODFMR, Volume 5, paragraph 050416

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 6. Dishonored Check Processing

a. Are dishonored checks reported via Disbursing Diary and processed against the Marine's pay account using TTC 695 000? Reference: MCTFSAPSM, paragraph 070318.E

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is the Disbursing Officer establishing a monthly liquidation schedule when a debt exceeds 2/3 of a Marine's disposable pay? Reference: MCTFSAPSM, paragraph 070318.E1

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is a memorandum (Notification of Dishonored Check) prepared and forwarded with the original dishonored check to the Marine via the Commanding Officer? Reference: MCTFSAPSM, paragraph 070318.F

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PUBLIC FUNDS

d. Is appropriate documentation (DD139, or DD2761) being forwarded to the supporting DFAS center on other service members, or authorized appropriated fund civilians to recoup a dishonored check? Reference: DODFMR, Volume 5 paragraph 040201.D2 ( c ) and 040201.D2 ( d )

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

e. Is the Disbursing Officer accounting for dishonored checks when all means of collection have been exhausted? Reference: DODFMR, Volume 5 par 0404

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

### 7. Foreign Currency Requirements

a. Is foreign currency procured for payment of vendor claims via a DOD Contract MBF, U.S. Government Sources (U.S. Treasury, other DOD Disbursing Officers, American Embassy or legation, etc.) if available? Reference: DODFMR, Volume 5, paragraphs 130203 and 130204

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

b. Is foreign currency procured via commercial sources accomplished at the fixed legal rate of exchange or the non-fixed legal rate of exchange after acquiring at least three bids, if available? Reference: DODFMR, Volume 5, paragraph 130207 and 130208

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

c. Is disposition of excess foreign currency made only to authorized DOD personnel or DOD disbursing officers? Reference: DODFMR, Volume 5, paragraphs 130301 and 130302

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

### 8. Quarterly Cash Verification

a. Does the report include the date and time of the verification, cash on-hand, all documents supporting collections and disbursements, and whether or not it is in agreement with the last daily statement of accountability? Reference: DODFMR, Volume 5, paragraph 030201.D and Appendix. A

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PUBLIC FUNDS**

b. At a minimum, are the verifications conducted each quarter and at irregular intervals?

Reference: DODFMR, Volume 5, paragraph 030201.C and Appendix A

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

c. Has the verifying official(s) made an entry on the face of the Disbursing Officer's Daily Statement Of Accountability setting forth the results of verification? Reference: DODFMR, Volume 5, paragraph 030201.d

On (Date), (Time), the undersigned verified by actual count, cash in the amount of \$\_\_\_\_\_.\_\_\_\_\_, together with all documents supporting collections and disbursements, which is is not in agreement with the last daily statement of accountability.

\_\_\_\_\_  
Signature and Rank of Verifying Official

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### COUNT OF OFFICIAL AND PUBLIC CASH

Activity & Location \_\_\_\_\_ Amount Authorized \$ \_\_\_\_\_.

Rank/Rate \_\_\_\_\_ Name \_\_\_\_\_

Title / Position:    Disbursing / Finance Officer  
                            Deputy

Agent Cashier  
Other \_\_\_\_\_

DENOMINATION	BULK	WORKING ISSUE				TOTAL
BILLS	NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT
\$100.00						
\$50						
\$20						
\$10						
\$5						
\$2						
\$1						
COINS						
(\$10) .50						
(\$10) .25						
(\$5) .10						
(\$2) .05						
(\$50) .01						

Total U.S. Cash Count .....	\$ _____.
Other Cash Items (List on Reverse) .....	\$ _____.
Receipts From Agents (NAVCOMPT 2114) .....	\$ _____.
Un-Deposited Checks .....	\$ _____.
Other .....	\$ _____.
Total Cash and Vouchers Carried as Cash .....	\$ _____.
Other Assets .....	\$ _____.
Receipts From Agents (NAVCOMPT 2114) .....	\$ _____.
Dishonored Checks .....	\$ _____.
Other .....	\$ _____.
Total Other Assets .....	\$ _____.
Grand Total .....	\$ _____.

I certify that cash and vouchers carried as cash in the amount of \$ \_\_\_\_\_, listed above, were counted by me in the presence of \_\_\_\_\_ on this date.  
The amount verified above is is not in agreement with the daily statement of accountability.

\_\_\_\_\_  
Analyst

\_\_\_\_\_  
Date

I certify that cash and vouchers carried as cash in the amount of \$ \_\_\_\_\_, list above, was returned to me intact on this date by the MCAAT analyst whose signature appears above.

\_\_\_\_\_  
Disbursing/Finance Officer or Agent

\_\_\_\_\_  
Date

## **PAY/NAVMC 11116 PROCESSING**

### **1. Pay Adjustments**

a. Does the office receive, track, and process Special Payments (NAVMC 11116) in one working day and Pay Adjustments (NAVMC 11116) in two working days? Reference: MCTFSAPSM, paragraphs 080111.C1, 080111.C2 and 130102.A

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Timeliness - processing the NAVMC 11116 from date of receipt:**

<b>Number of days:</b>	<b>1</b>	<b>2</b>	<b>3+</b>	<b>Required</b>
<b>Payment</b>	_____	_____	_____	<b>(1 day)</b>
<b>Adjustment</b>	_____	_____	_____	<b>(2 days)</b>

b. Are NAVMC 11119's on file in the Disbursing/Finance Office for all personnel authorized to sign NAVMC 11116's? Reference: MCTFSAPSM, paragraph 080112

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Are all NAVMC 11116's (with supporting documents) processed by the Disbursing/Finance Officer retained on file for the current plus two previous months?

Reference: MCTFSAPSM 080111.C, 080111.D & 090203.4D

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **2. Non-Appropriated Fund Instrumentalities**

a. Are delinquent debts for the Deferred Payment Plan, Home Layaway Program, Government Telephone Service, Government Housing Damage, trailer lot or rental, and Health and Comfort items reported via Unit Diary and processed against the Marine's pay account, using the correct TTC and one-digit purpose code? Reference: MCTFSAPSM, paragraph 070319

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAY/NAVMC 11116 PROCESSING**

b. If the debt exceeds 2/3 of the Marine's disposable pay, is the Finance Officer establishing a monthly liquidation schedule to collect the debt over the fewest possible pay periods to minimize collection costs? Reference: MCTFSAPSM, paragraph 070319.C1c

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is a copy of the DD Form 139 (Pay Adjustment Authorization (PAA)) being forwarded to the Marine, via the unit Commanding Officer, containing the effective date of the checkage? Reference: MCTFSAPSM, paragraph 070319

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. When checkages are not processed under the delayed checkage process, is the Finance Officer notifying the Marine within five (5) days of becoming aware of the indebtedness and observing thirty (30) days waiting period prior to processing the checkage? Reference: MCTFSAPSM, paragraph 070303

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **ON-LINE UNIT DIARY**

1. Are copies of certified On-Line Unit Diaries maintained on file for the current month, plus two previous months? Reference: MCTFSAPSM, paragraph 090203.4D

Pay	Yes	No	N/A
Separations:	Yes	No	N/A
Travel / IATS	Yes	No	N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the finance officer, deputy finance officer, or designated agent cashier or certifier signing the last page of the Diary? Reference: MCTFSAPSM, paragraph 090203.4C

Yes	No	N/A
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Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are Electronic Signatures safeguarded by memorization so that only the individual assigned the account knows it? Reference: MCTFSAPSM, paragraph 090203.A3a

Yes	No	N/A
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Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have Electronic Signatures for members who have transferred, detached or discharged been deleted from the unit's active Electronic Signature file? Ref: MCTFSAPSM, paragraph 090203.A3c

Yes	No	N/A
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Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **SYSTEM GENERATED REPORTS**

### 1. Suspect Payment Listing (SPL)

a. Are all amounts verified for accuracy and are adjustments made for those that cannot be explained? Reference: MCTFSAPSM, paragraphs. 050203, 050412, and 090311.C

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Master Error Control File (MECF)

a. Are all errors contained on the Disbursing Office On-Line Diary Report audited and corrected within three working days from the date they are detected; normally the cycle date?

Reference: MCTFSAPSM, paragraph 090307.B2      Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is a copy of the B&A MECF included in the original DTL, erroneous ABAs and signature backups extracted and documents forwarded to the originating office for correction? Reference: MCTFSAPSM, paragraphs 090307.B2 and 250202.F

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Advisory File (ADF)

a. Are the Advisory and Inconsistency Reports audited, annotated and all necessary corrective actions completed within three working days from the date they are detected; normally the cycle date? Reference: MCTFSAPSM, paragraph 090307.B3

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Report Retention

a. Are reports (SPL,MECF,ADF) maintained on file for the current plus 2 previous months?

Reference: MCTFSAPSM, paragraph 090307

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **NON-PAY STATUS**

1. Is the Unique Pay Status Transaction Report (UPSTR) extracted from MCTFS and retained for the current month, plus the past two months? Reference: MCTFSAPSM, paragraph 090307.B4

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Has the office established procedures to report the appropriate Payment Option Election (POE) code when the UPSTR is received? **Note:** Allotments and electronic fund transfers will automatically be stopped for members in a nonpay status of 8 days or more. Reference: MCTFSAPSM, paragraphs 010211-010215 and 050103

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is the office researching the UPSTR in accordance with MCTFSAPSM Appendix M and taking appropriate action to prevent overpayment? **Appellate Leave Note:** When a member has an allotment payable to a dependent as a result of a courts-martial, do not attempt to stop the allotment. Immediately notify the DFAS-PSMJ-KC. Reference: MCTFSAPSM, paragraph 090307.B4

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## JOINEE PROCESS

### 1. Processing Elapsed Time

a. Is the office promptly and accurately reporting elapsed time using TTC 520 000 for members joining parent command and members reporting Temporary Duty (TDY) (Permanent Change of Station (PCS) en-route) for 45 days or more? Reference: MCTFSAPSM, paragraph 220105

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Worst Case Scenario (WCS) Elapsed Time Computation

a. Is the office computing a worst case scenario (WCS) upon receiving the Inconsistent Condition Report (ICR) Advisory D04 and reporting the elapsed time using TTC 520 000? Reference: MCTIM, paragraph 100103.1.A and MCTFSAPSM, paragraph 090307.B3

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is the office allowing only one (1) constructive day of travel when computing the WCS elapsed time? Reference: MCTIM, paragraph 100103.1.B

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is the office allowing four (4) days of proceed time when the member is entitled?

Reference: MCTIM, paragraph 100103.1.C and ACTS Manual, paragraph 4301

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Join Audit

a. Are procedures in place to conduct an audit after Elapsed Time has posted to the MMPA? The audit is intended to ensure that pay entitlements affected by the Permanent Change of Station are properly credited. Reference: MCTFSAPSM, paragraph 110105 and 220106

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SEPARATIONS MANAGEMENT

### 1. Processing the Separation Package

a. Has the office established procedures to control the NAVMC 11060 received at the finance office? Reference: MCTFSAPSM, paragraph 080203

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Has the office established procedures to hold the NAVMC 11060 and Discharge Account Summary until the Leave and Earning Statement for the month of separation is available for review and forwards Discharge Account Summary to DFAS-PMMC/KC within 60 working days after the date of separation? Reference: MCTFSAPSM, paragraph 040402.F

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is the Disbursing/Finance Officer electronically forwarding the NAVMC 11060 with supporting documents immediately upon completion of the zero-balanced audit to DFAS-PMMC/KC when the 11060 is processed through DTMS? Reference: MCTFSAPSM 040403

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Has the office established procedures to forward the NAVMC 11060 and Discharge Account Summary to DFAS-PMMC/KC on a weekly basis? Reference: MCTFSAPSM, paragraph 040404.A

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Is a separate Document Transmittal Letter (DTL) used to forward overpaid accounts, fraudulent enlistment documents, and zero-balanced final settlements? Reference: MCTFSAPSM, paragraph 040404.B

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. Are transmittals grouped in Social Security Number sequence and numbered consecutively by calendar year with no more than fifty (50) cases per transmittal? Reference: MCTFSAPSM, paragraph 040404.A

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SEPARATIONS MANAGEMENT

g. Has the Disbursing/Finance Office established procedures to ensure prior to certification of the separation payment payroll, the TRS Remark Summary (Category "W") must be reviewed and printed by the Disbursing Agent or Deputy? (This is done to ensure all payments posted have been accounted for on the Discharge Account Summary Sheet) Ref: Head, Finance Liaison & Technical Services Branch, Programs and Resources Department letter, 7250, RFL-F10 dtd 13 Dec 01.

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. Has the Disbursing/Finance Office established procedures to immediately notify the Marine and inform them that they are overpaid, when the overpayment was a result of the FO/DO failing to deduct a regular, direct deposit or special payment from the final settlement payment?

Ref: Head, Finance Liaison & Technical Services Branch, Programs and Resources Department letter, 7250, RFL-F10 dtd 13 Dec 01

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Separation Entitlements and Deductions

a. Is a NAVMC 11021 (Discharge Account Summary (DAS)) prepared for each separation using MCAASP and individually based on the MMPA and the NAVMC 11060? Reference: MCTFSAPSM, paragraph 040401.C1

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Is the office stopping allotments that the system has not automatically stop? Note: When a member retires, only terminate those allotments requested by the member. Reference: MCTFSAPSM, paragraph 040401.C2 and APSM Chapter 25

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Is Direct Deposit/Electronic Funds Transfer terminated when it has been determined a Marine will be in an overpaid status upon separation due to being discharged prior to the End of Current Contract date or when notified by the commanding officer that the Marine has been recommended for an administrative discharge? Reference: MCTFSAPSM, paragraphs 040401.C and 050404.F2-F4

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SEPARATIONS MANAGEMENT

d. Are final POE codes reported within five (5) working days of separation? Note Advisory and Master Error Control File Reports must be audited to ensure information has processed. Reference: MCTFSAPSM, paragraph 040401.C8

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

e. Are all separation debits and credits reported on the diary within five (5) working days of the discharge or separation date? Note: Advisory and Master Error Control File Reports must be audited to ensure information has processed. Reference: MCTFSAPSM, paragraph 040401.C9

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

f. Has the office established procedures to process any necessary credits, debits, or payments to balance the MMPA prior to the third Update & Extract after the discharge date and prepared a supplemental discharge summary sheet reflecting calculations for the supplemental payment? Reference: MCTFSAPSM, paragraph 040401.C10

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

g. If the Marine is indebted upon separation, has an attempt been made to apply the discharge travel settlement amount to the Marine's debt, by crediting the MMPA via diary and preparing a collection voucher charging the travel appropriation and crediting the pay appropriation? Reference: MCTFSAPSM, paragraph 040401.C14, MCO P4650.37, and DODFMR, Volume 7A, Table 50-6, Rule 2, Note 2

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

h. Has the office established procedures to ensure verification of outstanding travel advances and deductions from the final settlement from pay and allowances? Note: The Finance Officer must provide the member with a statement confirming the amount of unreconciled travel advances. The member must submit a travel claim when substantiating documents are located. Reference: MCTFSAPSM, paragraph 130502.E, and MCTIM, paragraph 20805

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **SEPARATIONS MANAGEMENT**

i. Has the office established procedures to collect Navy Marine Corps Relief Society loans on Marines being separated prior to their End of Active Service when notified by the NMCRS or when requested by the Marine's Commanding Officer? Reference: MCO 7220.54 and MCTFSAPSM, paragraph 070501.E

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j. Are credits for a canceled check reported when a check or Electronic Funds Transfer is returned after the NAVMC 11060 and DAS have been forwarded to DFAS and no further action is required? Note: Any supplemental action is coordinated with DFAS/PMMC/KC. Reference: MCTFSAPSM, paragraph 040402.G

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TRAVEL MANAGEMENT

1. Are procedures in effect to ensure claims are processed, depending on the type of travel claim, within five (5) and ten (10) working days? Reference: MCTIM, paragraphs 30421 and 80421, MCO 4600.40A, and TAN 5-00

Yes      No      N/A

*Note: Check all unsettled claims.*

### **Timeliness - processing claim settlement from date of receipt:**

<b>Number of days:</b>	<b>1 - 5</b>	<b>6 - 10</b>	<b>11+</b>	<b>Required</b>
<b>Permanent Change of Station</b>	_____	_____	_____	<b>(10 days)</b>
<b>Temporary Additional Duty</b>	_____	_____	_____	<b>(5 days)</b>

2. Are procedures in effect to accept claims substantiated with supporting documentation?

Reference: DODFMR, Volume 9, paragraph 080402.A.4

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are Travel Vouchers (hard copy or electronic media) and supporting documentation retained for the current month, plus the previous five (5) months? Reference: TAN 14-01

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have guidelines been established to ensure compliance with the mandated random travel voucher audit? Note: The Disbursing/Finance Officer must establish procedures whereby he can identify which claims have been audited. Reference: DODFMR, Volume 9, paragraph 080101.C

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are procedures in effect to ensure compliance with the Mandatory Split Disbursement rule for government charge card holders? (Ref: MarAdmin 515-03)

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Has the Disbursing/Finance office designated an individual to be responsible for processing Secret or Confidential travel orders? Reference: MCTIM, paragraph 20901

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### **TRAVEL MANAGEMENT**

7. Does the Disbursing/Finance office have procedures in place to ensure travel claims without a corresponding obligation in SABRS are not paid until the Comptroller/FA is notified and an obligation has been recorded in SABRS? (Ref: Head, Finance Liaison & Technical Services Branch, Programs and Resources Department letter, 7250, RFL-F7 dtd 29 Jun 01)

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If the Comptroller does not record an obligation within one business day, is the DO/FO using the appropriation data cited on the travel orders and adding it to the SRD-1 edit table in order to process and pay the travel claim? (Ref: Head, Finance Liaison & Technical Services Branch, Programs and Resources Department letter, 7250, RFL-F7 dtd 29 Jun 01)

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does the Disbursing/Finance Office have internal control procedures to ensure the Comptroller/FA is notified when a travel claim is received without a recorded obligation in SABRS?  
(Ref: Head, Finance Liaison & Technical Services Branch, Programs and Resources Department letter, 7250, RFL-F7 dtd 29 Jun 01)

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Has the Disbursing/Finance Office forwarded all MCTIR files to DFAS and ensured that all files have properly posted?  
(Ref: Stanfins Redesign One (SRD-1) Travel Upload/Download Procedures dtd July 2001)

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TEMPORARY ADDITIONAL DUTY TRAVEL

1. Is the office requiring a modification to the Original Orders when DD Form 1351-2 contains the Authorizing Official's signature and the expenses claimed are not listed on the orders or the itinerary? Reference: DODFMR, Volume 9, paragraphs 080402.B

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the DD Form 1351-2/SF1164 being used as an Open Purchase Authorization to allow for the reimbursement of items that would normally be obtained through other channels, to include supply and self serve, and items that must be maintained on a RO account? This form is to be used for items listed in the references. Reference: JFTR, Chapters 4 and TAN 13-00 & TAN 10-01

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are procedures in effect to report Temporary Additional Duty Leave upon settlement of Travel claims? Reference: MCTIM, Chapter 10, Part B, paragraph 100103.2

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are Temporary Additional Duty advances being paid to the member prior to three (3) working days from travel commencement? Reference: MCTIM, paragraph 80204.4

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are advance payments for non-frequent travelers and frequent travelers who have applied for, but not received the Government Travel Charge Card computed at 80 percent of the estimated cost, not to exceed the per-diem rate? Note: Known items, i.e., registration fees are paid at 100 percent. Reference: MCTIM, paragraph 80212

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are advances limited to thirty (30) day entitlement with the day of departure/return advanced at 75 percent basis? Reference: MCTIM, paragraph 80331 and TAN 1-91

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEMPORARY ADDITIONAL DUTY TRAVEL**

7. When Privately Owned-Vehicles are authorized as more advantageous to the government, is 100 percent of the estimated MALT advanced? Reference: MCTIM, paragraph. 80212.7 and 80213.9

Yes      No      N/A

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERMANENT CHANGE OF STATION (PCS) TRAVEL**

1. Have the local Do-It-Yourself (DITY) move settlements subject to taxes had the taxable wages reported into MMPA and has the responsible finance office settled the claim? Reference: JFTR, paragraph U5320, MCTFSAPSM, paragraph 040701 and TAN 18-02

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Permanent Change of Station advances are not being paid more than ten (10) working days before detachment or Electronic Funds Transfer paid more than twelve (12) working days? Reference: MCTIM, paragraph 30203.3

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is the Travel Section properly computing Elapsed Time based on the mode of travel used to complete the Permanent Change of Station travel? Reference: JFTR Chapter 5 and APSM Chapter 22

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is the Travel Section properly computing Temporary Lodging Expense (TLE)? Reference: JFTR Chapter 5 Part H

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **SEPARATIONS TRAVEL**

1. Are advances paid more than ten (10) days prior to separation or separation leave? Reference: MCTIM, paragraph 50233

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are Marines being provided with a blank claim package and instructions on completing the claim? Reference: MCTIM, paragraph 50235

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is a suspense file being maintained on retired Marines containing advances paid until the travel claim is settled, or one year? Additionally, is the travel section forwarding 30 and 60 day letters on all un-liquidated travel advances not settled within the allowed time. Reference: TAN 17-01 & TAN 05-02

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If the Marine is indebted upon separation is the office attempting to apply the discharge travel settlement amount to the Marine's debt, by crediting the MMPA via diary and preparing a collection voucher charging the travel appropriation and crediting the pay appropriation? Reference: MCTFSAPSM, paragraph 040401.C12, JFTR, Volume 1, MCO P4650.37 and DODFMR, Volume 7A, Table 50-6, Rule 2, Note 2 & TAN 17-01

Yes      No      N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **DEPLOYED DISBURSING PROCEDURES "SPLIT PAY"**

1. Are Split Pay payments being made using the most current RSPA listed on the "Notification of Split Pay" messages produced by DFAS-KCC after the scheduled payday's Update and Extract (U&E) completion? Reference: MCTFSAPSM, paragraph 050702.E

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are Split Pay accounts appearing as out of balance on the most current "Notification of Split Pay" messages being reviewed for accuracy and changes made to the scheduled payday? Reference: MCTFSAPSM, paragraph 050702.G.2

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are Automated Teller Machine (ATM) Deposit Transaction Reports retained with each Split Pay payroll deposited into a U.S. Navy ATM along with the printed name, signature and date of the U.S. Navy representative accepting receipt of the payroll? Reference: MCTFSAPSM, paragraph 050702.F, DODFMR, Volume 5, paragraph 260801.B, and Disbursing Officer's Memorandum 7200, RFL-F8 of 13 Jan 00

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are ATM cards issuance strictly maintained in a separate card issue log or sheet from the U.S. Navy Disbursing Officer to an authorized representative of the unit's administration? Reference: DODFMR, Volume 5, paragraph 260403

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are Split Pay accounts being closed with a "due" balance being received from the U.S. Navy Disbursing Office via case or U.S. Treasury Check made payable to the Marine? Cash received will be collected into the Disbursing Officer's account and a credit input via Disbursing Diary to the member's account. Reference: DODFMR, Volume 5, paragraph 260803.C

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have written Internal Control Procedures been established for administering split pay and include audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations? Reference: MCTFSAPSM, paragraph 110103

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DEPLOYED DISBURSING PROCEDURES "SHORE PATROL"**

1. Have procedures been established to ensure all short duration and permanent assignments to Shore Patrol have written orders with claim? Reference: ACTS Manual, Chapter 4, paragraph 4408

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have procedures been established to ensure all short duration Shore Patrol claims are paid based on actual expenses authorization? Reference: TAN 15-97 and JFTR U4510.A.6 and B.2

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have procedures been established to ensure permanent Shore Patrol claims are paid according to the Temporary Additional Duty travel requirements? Reference: TAN 15-97 and JFTR U4100

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have written Internal Control Procedures been established for managing Shore Patrol claims and include audit procedures, billet responsibilities, document flow within the office and the relationship with other organizations? Reference: MCTFSAPSM, paragraph 110103

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Activation / Deactivation**

1. Has the activation message/commencement memorandum been sent to DFAS-PSMJ/KC and HQMC/MI? Reference: MCTFSAPSM, paragraph 040111.A and DODFMR, Volume 5, paragraph 020401

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Has the deactivation message been sent to DFAS-PSMJ/KC and HQMC/MI? Reference: MCTFSAPSM, paragraph 040111.C

Yes No N/A

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Marine Corps Administrative Analysis Team



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